



## Instructions for Submitting a Response Letter and Revised Manuscript

After peer review process, for manuscripts requiring minor or major revisions, authors are expected to revise the paper according to the written recommendations from the reviewers and editor and highlight the revised sections, as well as submit an itemized response letter to clarify what they did, including providing rationale for their action to accommodate the reviewers' feedback regarding the manuscript.

Instructions for submitting a response letter and revised manuscripts for authors to follow are as below:

### Template of Response Letter

Date: date-month-year

Editor's name & title

Journal name

Manuscripts Number: xxx-xxx

(Journal abbreviation in capital letters)-(Arabic numbers )

Dear <Editor's name>,

[Cover Letter to Editor] Thank you for giving me the opportunity to submit a revised draft of my manuscript titled [mention the manuscript's title] to [*include the name of the journal, italicized*]. You are required to summarize your opinions to reviewers' comments and the main revision you made on your manuscripts. Any information that you want editor(s) to know can be written in this section.

### Response to reviewers' comments

#### Reviewer A

**Comment 1:** [*Paste the full comment here and italicize it.*]

**Response:** [ Type your response here.] Explain what change you have made. Mention exactly where in the revised manuscript this change can be found. -page number, paragraph, and line.

**Comment 2:** [*Paste the full comment here and italicize it.*]

**Response:** [ Type your response here.] Discuss the changes made, providing the necessary explanation/clarification. Mention exactly where in the revised manuscript this change can be found. -page number, paragraph, and line.

**Comment 3:** [*Paste the full comment here and italicize it.*]

**Response:** [ Type your response here.] For suggestion you disagree with, providing a clear explanation/justification or supporting evidence as far as possible.

#### Reviewer B

**Comment 1:** [*Paste the full comment here and italicize it.*]

**Response:** [ Type your response here.] Follow the patterns recommended above.

**Comment 2:** [*Paste the full comment here and italicize it.*]

**Response:** [ Type your response here.] Follow the patterns recommended above.

[List the other comments for this section in the same format.]

#### Additional clarifications

[Here, mention any other clarification you would like to provide to the journal editor/reviewer. ]

e.g.

In addition to the above comments, all spelling and grammatical errors pointed out by the reviewers have been corrected.

Look forwards to hearing from you in due time regarding this submission and to respond to any further questions and comments you may have.

Sincerely,

[ name and signature of the corresponding author]

#### **Instruction for manuscripts revision**

When the paper is at the stage of revision, the author will be requested to follow journal's instruction as so to prepare for potential acceptance and subsequent publication.

#### Manuscript format revision

Universal wiser practises a format-free policy for initial submission, while for paper required

for revision after peer review, authors should change manuscript's original format to new format based on the formatting instructions where can be found at journal page under submission guidelines. In which, the format for references, including the in-text citation and references list, instructions for manuscript structure, (e.g. Title, abstract, keywords, text, figures and tables, etc) are specified and authors should follow accordingly during manuscript revision.

#### Manuscript content revision

By improving the manuscript based on suggestions and comments from reviewers and editor(s), the authors enhance the quality of the paper and meet the requirements of journal. Authors are required to highlight the changes in the text to make it easier for reviewers or editor to track.

Here are some points for authors to consider when revise their manuscripts:

1. Record in detail any changes made and mark them in different color, explain them in your response letter. Indicate line numbers where changes have been made.
2. Disagreement must be explained and supported by references or arguments based on data or established facts and theories. The citations should not only be publications of the author(s), but also well-cited papers in the relevant field of research.
3. Where reviewers' comments are contradictory, follow the editor's outline in the decision letter. Since many misinterpretations are not created by scientific debate but simply by awkward idioms and sentence structure.
4. Abstract and conclusions should not include references unless the paper is a direct response to a particular publication.
5. For reference, authors should not add unnecessary reference, or preferentially cite their own, peers' or institution's publications, or copy references from other publications if they have not read.